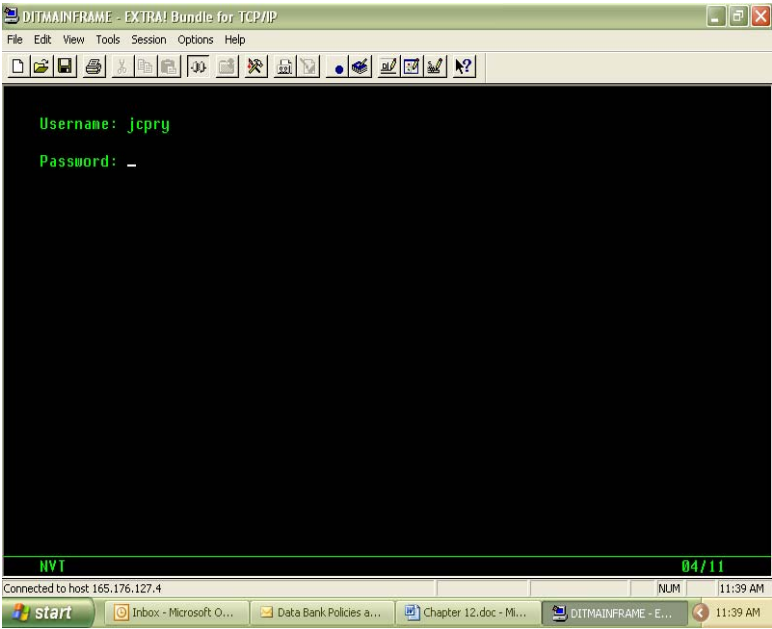12   LOCAL INMATE DATA SYSTEM (LIDS)

12.1   Logging On

12.1.1 From the desktop, select the LIDS icon and double click on the icon using the mouse. The following screen will appear:
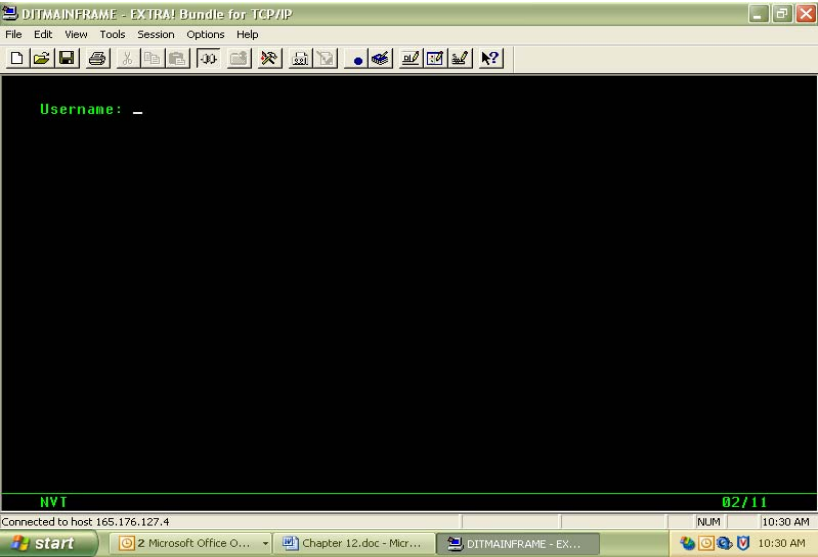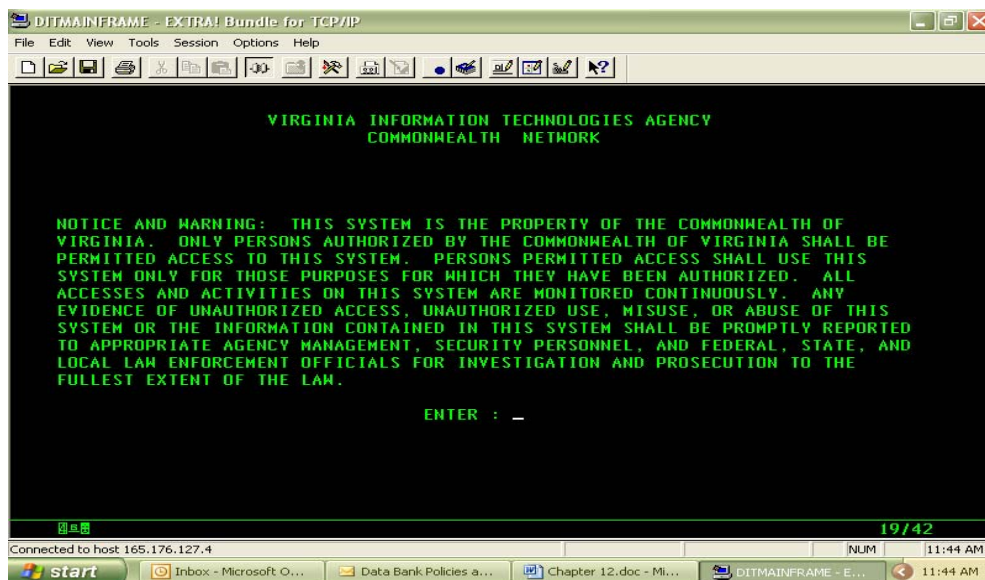

12.1.2 Next to "User Name", type user name and hit "Enter". The following screen will appear.
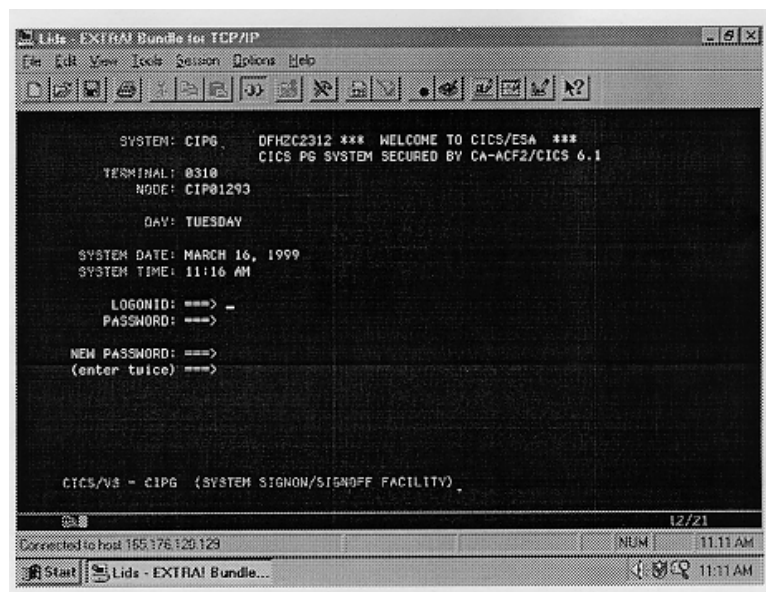
12.1.3   Next to "Password", type password and hit "Enter." The following screen will appear.

12.1.4   Next to the word "Enter:" type "cipg" in lower case letters. Press "Enter". The following screen will appear:

12.1.5   The cursor will appear next to "LOGONID:⇒". Type login ID in lower case letters and press "Enter". The cursor will move to the line next to "PASSWORD:⇒". Type your password (refer to the NOTE below) and press "Enter". The following screen will appear:


**NOTE:**   The password is changed every 30 days in compliance with the system regulations.

12.1.6   The cursor will be at the top of the screen. Type "lids" in lower case letters and press "Enter". The following screen will appear:
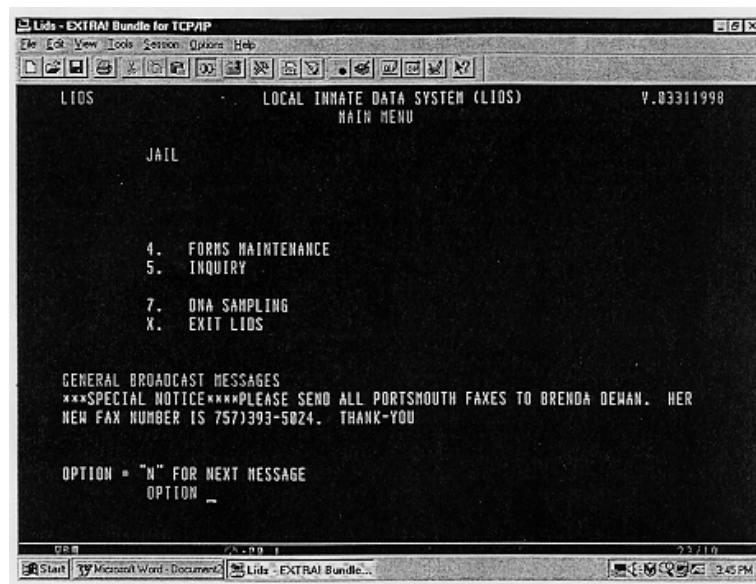
12.1.7   The cursor will be next to the word "OPTION". If there are any General Broadcast Messages, type a lower case "n" and press "Enter" until all of the messages have been shown.
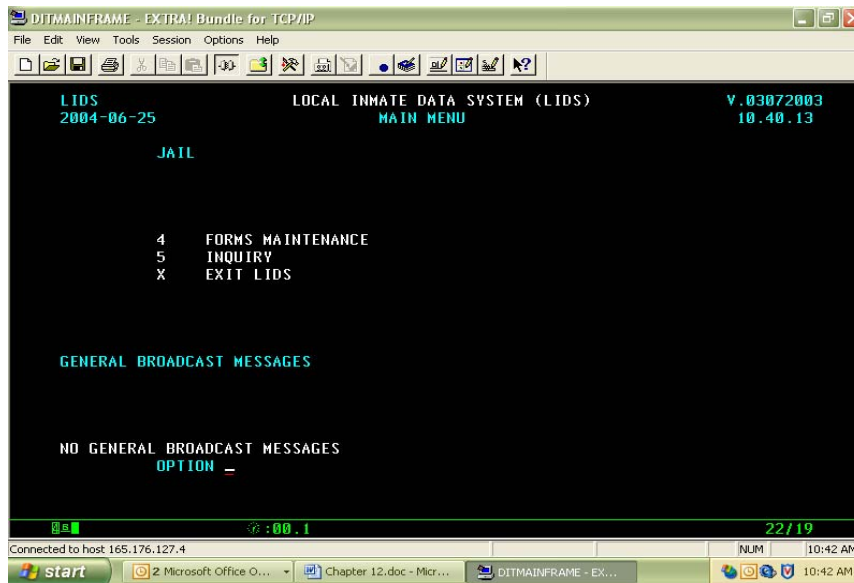
12.1.8   After the phrase "Broadcast Message Read Complete" appears (or if there are no messages), type in "5" for "Inquiry". The following "Inquiry" screen will appear:
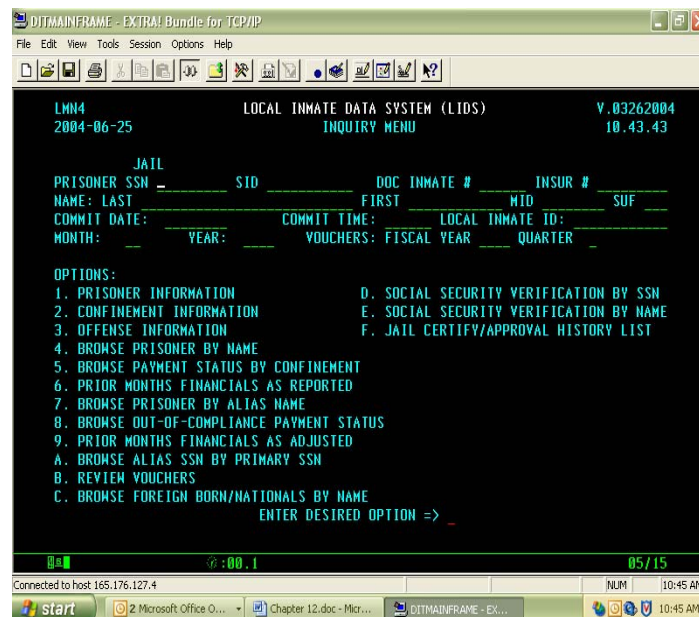
12.1.8.1   To locate information on an inmate using the inmate's social security number, proceed to Section 12.2.

12.1.8.2   To locate information on an inmate using the inmate's name, proceed to Section 12.3.

12.2   Locating Inmate Information Using a Social Security Number

12.2.1   On the "Inquiry" screen represented on the previous page, the cursor will appear by "Prisoner SSN". Type in the inmate's social security number and press "Enter". The cursor will move next to "Enter Desired Option⇒". Type "2" to choose the "Confinement Information" option and press "Enter".

12.2.2   If the social security number entered is in the system, the inmate's data will be displayed on the "Confinement Information Picklist" screen below. If the social security number entered is not in the system, an error message, "Prisoner SSN not found on LIDS", will appear at the bottom of the screen.
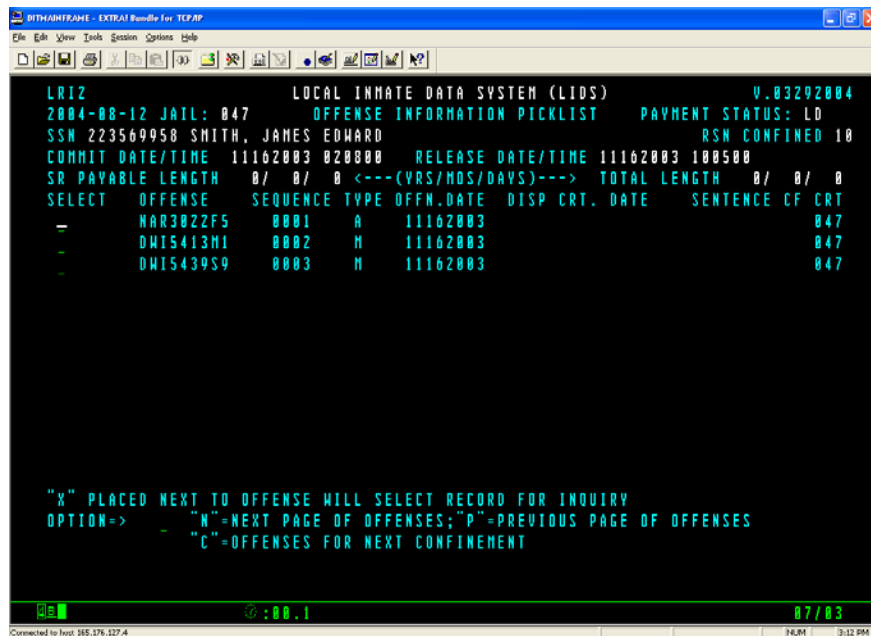
12.2.3 To choose a confinement date and view the "Confinement Information" page, type an "X" beside the confinement date of interest. The following screen will appear:
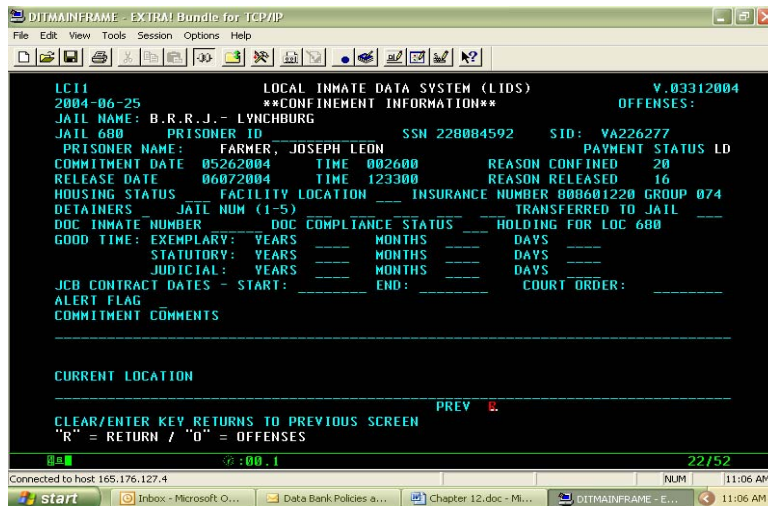
12.2.4 To view the offenses, type and "o" at the bottom of the screen next to PREV__. The following screen will appear:

12.2.5   To choose an offense and view the "Display Offense Information" screen, type "X" next to the offense of interest and type "Enter". The following screen will appear.

12.2.6   To check information on another inmate, press the "Pause/Break" key to return to the previous screen ("Inquiry Menu").

12.2.7   To exit LIDS, click on the "x" in the upper right corner of the screen.

12.3   Locating Inmate Information Using a Name

12.3.1   On the "Inquiry Menu" screen, Tab over to the "Last Name" field and type in the inmate's last name. Tab over to the "First Name" field and type in the inmate's first name. Press "Enter" to move the cursor to "Enter Desired Option⇒" and type "4" to browse through the records of inmates by name. Press "Enter". The system will scroll through an alphabetical listing of inmate names to try to locate the name entered. This may take a few minutes, ignore error message.

12.3.2 A screen will appear listing inmates with the desired name or the closest alphabetical names to it. If more than one prisoner has the desired name, check the dates of birth to locate the correct one. To see confinement information of the desired prisoner, type a "c" to the left of the jail number. The "Confinement Information Picklist" screen will appear. Follow instructions as outlined in 12.2.3

12.3.3 The screen will also show the number of alias names an inmate has. On the line below the inmate's name, the word "Alias" will appear with a number next to it (the number of aliases listed for that inmate). If an alias is indicated, tab until the cursor moves to the line containing the inmate's name and social security number. Type a lower case "a" and press "Enter". A list of the inmate's aliases will appear on a separate screen.

12.3.4 To check on information on another inmate, press the "Pause/Break" key to return to the previous screen ("Inquiry Menu").

12.3.5 To exit LIDS, click on the "x" in the upper right corner of the screen.

◆END